

Journey Details			Detailed Description of Approved Duty	Expense Items or Details of Journey	Car and Van Mileage	Motorcycle Mileage	Bicycle Mileage	Name & Passenger Mileage	Subsistence	Accommodation Details	Other Travel etc.	Other Expenses
Date	Time of Departure	Time of Arrival										
	APRIL											
18	0900	1000	EXEC + APWG	COLDINGHAM - HQ Return	70							
19	0945	1000	WHOLE SYSTEMS APPROACH.	COLDINGHAM - EYEMOUTH - Return	7							
21	0800	0900	CYPPP	COLDINGHAM - HQ RETURN	70							
24	1845	1900	EYEMOUTH CC	COLDINGHAM - EYEMOUTH - Return	7							
25	0900	1000	FOSTER CARE WORKSHOP	COLDINGHAM - TWEED HORIZONS RETURN	72							
27	0830	0930	SBC COUNCIL MEETING	COLD - HQ + RETURN	70							
	MAY.											
16			COUNTRYSIDE DAY, BORDERS COLLEGE	COLDINGHAM - KEW, Kelso - GALA. Return - Coldingham	87							
17			PENSION FUND TRAINING	COLDINGHAM - HQ +	35							
			Meet FOSTER CARE OFFICER	HQ - GALA RETURN	8 41							
18			VISIT TO WHEATCLANDS	COLDINGHAM - GALA - RETURN	84							
19			VISIT TO INSPIRE	COLDINGHAM - TWEED BANK + Return.	78							
22			VISIT TO EYEMOUTH PRIMARY SCHOOL.	COLDINGHAM - EYEMOUTH RETURN.	7							
Total					636.							